

REGULATION

TAB B

25X1 NO.

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OFFICE OF THE COMPTROLLER

**8. COMPTROLLER**

**a. MISSION**

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; and will provide machine records service.

**b. FUNCTIONS**

The Comptroller shall:

- (1) Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- (2) Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- (3) Supervise the operation of all budget and all financial programs of the Agency.
- (4) Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- (5) Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- (6) Control all liaison and contacts with the Bureau of the Budget on Agency matters.
- (7) Supervise all liaison with other agencies in connection with budget and finance matters.
- (8) Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- (9) Provide budget and fiscal services for the National Security Council.
- (10) Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.

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- (8) Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- (9) Provide budget and fiscal services for the National Security Council.
- (10) Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.

- (11) Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for domestic and overseas installations.
- (12) Develop and maintain effective program and financial analysis of Agency activities and prepare and distribute appropriately analytical reports and statements.
- (13) Provide electric accounting machine record service for administrative and selected operational activities.

c. ORGANIZATION

See organization chart, figure 5.

TAB C

OFFICE OF THE COMPTROLLER

